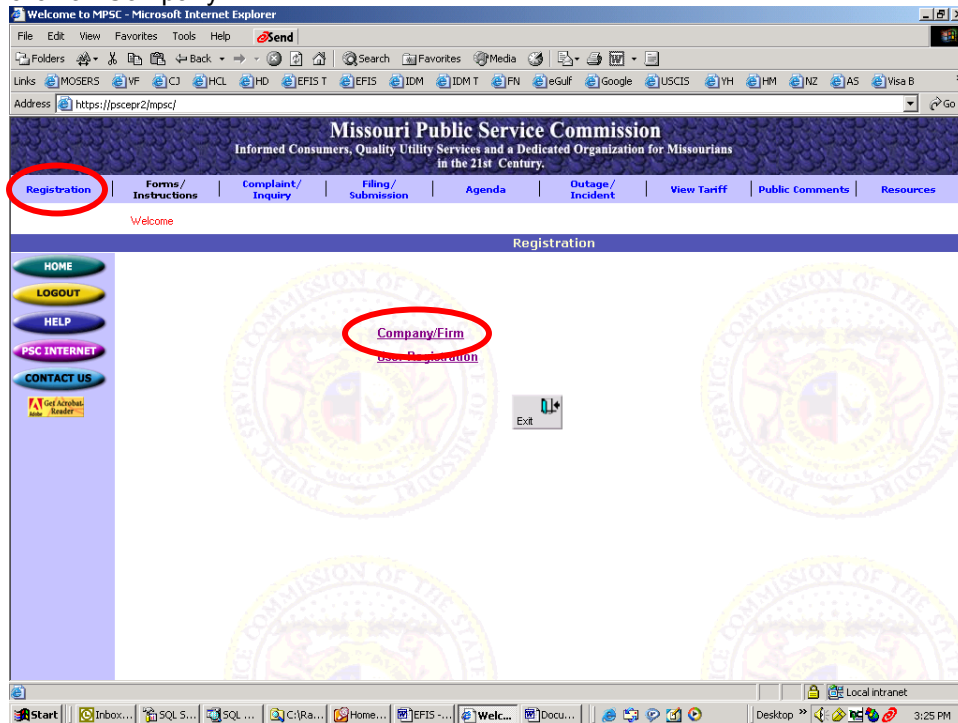


Missouri Public Service Commission

EFIS – How do I register a Company/Firm?

In order to register a Company/Firm, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Registration menu option and then click on Company/Firm link.



On Company/Firm Registration screen, enter Company/Firm's data.

The screenshot shows the 'Company/Firm Registration' form. The form is titled '* Required Fields'. It includes several sections for data entry:

- Company Type:** Radio buttons for 'New' (selected) and 'Existing', and a checkbox for 'Law Firm'. A dropdown for 'Utility Type' is set to 'Sewer', and a dropdown for 'Utility Sub Type' is set to 'Select'.
- Parent Company/Company/Firm Name:** A radio button for 'Parent Company/Company/Firm Name' (selected) and a radio button for 'AKA/DBA/Fictitious Name'. Below this is a text field containing 'New Sewer Company'.
- Address Information:** Fields for 'Street Address' (200 Mdison St), 'Mailing Address (if different from above)', 'City' (Columbia), 'State' (MO), and 'Zip Code' (65201).
- Contact Information:** Fields for 'Phone' (573 - 339 - 0111 Ext 1), 'Fax', 'E-Mail' (test@aol.com), and 'Toll Free Phone'.
- Official Representative:** A section titled 'Please list the Official Representative who will be responsible for maintaining Company's/Firm's Identification.' with fields for 'First Name' (test), 'Middle Initial', and 'Last Name' (test).

At the bottom right of the form is a 'Confirm Contact' button with a mouse cursor icon. Below the form, there are two yellow callout boxes:

- A box on the left states: 'Submit button will be available only after designating Official Representative of the Company/Firm.' with an arrow pointing to the 'Confirm Contact' button.
- A box on the right states: 'Use Confirm Contact button to designate Official Representative of the Company/Firm.' with an arrow pointing to the 'Confirm Contact' button.

The browser's taskbar at the bottom shows the time as 3:35 PM.